



Department of Managed Health Care

JOB OPPORTUNITY

GRAY DAVIS, Governor

MARIA CONTRERAS-SWEET, Agency Secretary

Release Date: February 6, 2001

CLASSIFICATION: ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
1 Position – Permanent – Full Time

FINAL FILE DATE: February 26, 2001 or Until Filled

SALARY: \$3915 - \$4759 per month

LOCATION: Office of Health Plan Oversight
Division of Licensing
980 9th Street, Sacramento

DUTIES AND RESPONSIBILITIES: Under the general direction of the Chief, Division of Licensing, the incumbent is responsible for maintaining, monitoring and modifying the major electronic filing and automated workflow project to be implemented and for performing a wide variety of complex analytical staff services assignments. The duties include monitoring the performance and evaluating the effectiveness of the automated workflow system; acts as a lead for program area functions, provides guidance and remedies for backlogged areas, liaison between staff and the Assistant Deputy Director and Program Managers; develops applicable desktop policy or process procedures for support staff who work with system and/or process improvements that coincide with changing business needs and/or changing regulations and statutes; determines the methods available to retrieve desired data and recommends a course of action; develops specific report criteria based on the methods selected; compiles, filters and analyses incoming report data; and other duties and special projects as required.

DESIRABLE QUALIFICATIONS:

- ✓ Ability to exercise a high degree of initiative, independence, and flexibility.
- ✓ Good interpersonal skills with the ability to communicate well both orally and in writing.
- ✓ Good personal computer skills, including experience with word processing and spreadsheet application software.
- ✓ Knowledge and experience in policy and procedure development.
- ✓ Willingness to work under pressure.
- ✓ Ability to adjust to shifting priorities and meet stated deadlines.

WHO MAY APPLY: State employees who are currently in the above classification, have list eligibility for appointment or have transfer eligibility are encouraged to apply. Appointment is subject to SROA. **ONLY THOSE BEST QUALIFIED WILL BE INTERVIEWED.** For further technical information regarding the position, please contact Rosemary Stuart at (916) 324-3677 or CALNET 8-454-3677. SEND A COMPLETED APPLICATION/ RESUME TO THE PERSON AND ADDRESS PROVIDED BELOW (please include your social security number for eligibility verification and indicate the RPA # 00-293 under the job title).

SUBMIT APPLICATION AND/OR RESUME TO:

Department of Managed Health Care
Attention: Rosemary Stuart
980 9th Street, Suite 500
Sacramento, CA 95814

California Relay Service: Voice Line: 1-800-735-2922
TDD User: 1-800-735-2929

RPA 00-293

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, AGE, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.